

2-5486

1 February 1952

MEMORANDUM FOR: Assistant Director (Personnel)

At a meeting in Mr. Wolf's office on 30 January 1952, several points were raised with respect to which he asked me to seek your comments and recommendations.

1. The General Counsel noted that a tremendous amount of time and effort were consumed in a really conscientious effort to write good job descriptions for his office during the recent classification survey. He wondered how the available staff could possibly find time to do such a thorough job for the entire Agency. Was it necessary to go into so much detail? Was there a simpler and faster method that would do the job adequately? Must we do this in order to satisfy Civil Service? If not, is it necessary to satisfy ourselves?

STATINTL In this connection, in a recent talk I had with Mr. [REDACTED] he indicated that he concurred in my impression that, at this time, it should not be necessary to continue the practice of having field personnel prepare job descriptions in each case before being promoted. I have always thought the time and effort spent in preparing these job descriptions was out of proportion to the benefit derived therefrom.

2. Can a more plausible explanation be given applicants who are, in fact, rejected for security reasons? With our intensive recruiting campaign going on all over the country, many of them are reasonably certain that the job for which they were being considered is not being abolished. Mr. Wolf suggests you discuss this with Col. Edwards and see if something better than our present letter can be worked out.

3. There seems to be some confusion as to whether, in general, an employee of a covert office, when opening a charge account, or having a similar need for identification, can say that he works for CIA, and, if not, just what he is supposed to say. When confronted with this situation, the employee who says he works for the Government and nothing more undoubtedly causes more suspicion than he would if he gave a frank, straightforward answer.

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Mr. Wolf wants you to explore this with Col. Edwards.

L. K. WHITE
Assistant Deputy Director
(Administration)

ADD/A:LKW:jc

Distributions:

Orig - AD/Pers/
2 - ADD/A ✓ - 1 - Subj.
1 - ADD/A (I&S)